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*Army*

18 APR 1950

MEMORANDUM FOR THE ASSISTANT CHIEF OF STAFF, G-2, DEPARTMENT  
OF THE ARMY

SUBJECT: Procedure for Submitting Draft Papers for Review

REFERENCE: DCI 3/1

1. In order to expedite the delivery of draft estimates to the IAC agencies, the current procedures are submitted for review.

2. When such papers are sent to the Department of the Army, the covering memorandum is addressed to the Assistant Chief of Staff, G-2 and is forwarded with four copies of the draft estimate in an envelope addressed as follows:

Col. George S. Smith  
Room 2 C 459  
Pentagon

Attn: Lt. Frank Sheppe

3. It will be appreciated if you will indicate whether or not the procedure outlined above is satisfactory and propose any changes that may result in greater convenience to your organization and expedite the handling of these materials.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

|S|

THEODORE BABBITT  
Assistant Director  
Reports and Estimates

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